

Ordering Instructions for Wildland Fire Items Starting May 1, 2014

State and Local Agencies - ONLY

During the 2014 fire season, state and local agencies will place orders for Wildland Fire items through GSA using one of the methods below:

1. Email to FireCacheOrder@gsa.gov
2. Fax to (817) 574-2551
3. Telephone (800) 525-8027, Option 3* (**Not** option 1, GSA's standard order number)

In all cases, ordering agencies will need to provide:

- Activity Address Code
- Shipping address
- NSN and Quantity for each item

Note that GSA will forward each order to DLA for fulfillment. DLA will ship products to customers and GSA will bill customers after DLA has confirmed shipment.

The ordering process listed above is an interim process that will remain in effect through the 2014 fire season. Between now and the start of the 2015 fire season, DLA and the Forest Service will develop a long-term solution.

Federal Civilian Customers

Federal civilian customers (e.g. USDA, Interior) will place orders directly with DLA:

1. DOD EMALL (method of payment can be government purchase card or direct billing via valid AAC)
2. FEDSTRIP requisition – agencies with a direct method of submitting a FEDSTRIP requisition may do so.

Note that GSA has no role in these transactions so payment will be made directly to DLA to ensure timely order fulfillment.

Military Customers

1. MILSTRIP- Military Services must follow current service ordering policy (e.g. Army's SARSS, Air Force's ILSS, etc.)